



New Covenant Academy

310 Extension Street
Mansfield, Pennsylvania 16933
tel. 570.662.2996; fax 570.662.0272
email: info@ncalions.org

Roger Dutcher, *Head of School* ♦ Martin Douglass, *Assistant Head of School*

APPLICATION FOR EMPLOYMENT

– an equal opportunity employer –

GENERAL:

Date: _____

Name: _____

Address: _____

Phone (home): _____ (cell): _____

Work phone (optional): _____

Email: _____

Position(s) desired: _____

Department (check all that apply): ☐ Pre-K ☐ Elementary ☐ Middle School ☐ High School

I am available: ☐ Full-Time ☐ Part-time

Days available: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Have you previously worked for New Covenant Academy? _____ If yes, when? _____

Please tell us why you are interested in working here: _____

Are you at least 18 years old? _____

(If under 18, hiring is subject to verification that you are of the minimum legal age for work.)

Are you able to perform the essential functions of the position for which you are applying? _____

- If no, please describe those functions you are not able to perform: _____

(NOTE: We comply with the ADA and consider reasonable accommodation measures that may be necessary for the eligible applicants/employees to perform essential functions. Hiring may be contingent on passing a medical examination and skill/agility tests.)

Have you ever been convicted of a criminal offense (i.e., a felony or misdemeanor)? _____

If Yes, state the nature of the crime(s), date and place of conviction, and disposition of the case: _____

CHRISTIAN FAITH: *Because of the nature of Christian ministry, we are concerned that our employees be committed to a Biblical perspective. The following questions will help both New Covenant Academy and you, the applicant, evaluate your compatibility with the work environment and spiritual focus at NCA.*

How long have you known Christ Jesus as your Lord? _____

What is your denominational preference?

Are you currently attending church? _____ If yes, which church? _____

If yes, please give the name of your pastor: _____

In what ways are you involved in your church and/or other Christian organizations? _____

Give your own definition of a Christian: _____

Please give an account of your Christian experience (use additional paper if necessary):

What is your motivation in seeking a position in a Christian school? _____

What do you believe is the unique function of the Christian school? _____

What do you believe will be **your** unique function in **this** Christian school? _____

CERTIFICATION:

List types of certificates held (please include a copy of any current teaching certifications):

List subjects/grade levels you prefer to teach: _____

List any special training, experience, or interests: _____

Please tell us about any service activities which you have guided or assisted: _____

What Christian Education courses have you taken? _____

EDUCATION, TRAINING, AND EXPERIENCE: *Please list schools attended, degrees, etc.*

Name of College/University _____ Years attended: _____

Address: _____

Did you graduate? _____ If yes, date: _____ Diploma/Degree awarded _____

Name of College/University _____ Years attended: _____

Address: _____

Did you graduate? _____ If yes, date: _____ Diploma/Degree awarded _____

Name of High School: _____ Years attended: _____

Address: _____

Did you graduate? _____ If yes, date: _____ Diploma/Degree awarded _____

Other training/education: _____ Years attended: _____

Address: _____

Did you graduate? _____ If yes, date: _____ Diploma/Degree awarded _____

Teaching Applicants:

Do you have your teaching certification? _____ If so, from which state? _____

- Date issued: _____ Type: _____ Is it currently valid? _____

If applying for a Pre-K position, do you have Early Childhood Education units? _____

- If yes, list classes completed below and attach certificates and transcripts:

Please list any other teaching endorsements you have: _____

EMPLOYMENT HISTORY: List below all present and past employment starting with your most recent employer. If providing this information on a resume, you may indicate that below. Attach additional pages as necessary.

Employer: _____ Supervisor: _____

Address: _____

Type of business: _____ Salary – *starting*: _____ *ending*: _____

Your title and responsibilities: _____

Reason for leaving: _____

May we contact this employer for a reference? _____

Employer: _____ Supervisor: _____

Address: _____

Type of business: _____ Salary – *starting*: _____ *ending*: _____

Your title and responsibilities: _____

Reason for leaving: _____

May we contact this employer for a reference? _____

Employer: _____ Supervisor: _____

Address: _____

Type of business: _____ Salary – *starting*: _____ *ending*: _____

Your title and responsibilities: _____

Reason for leaving: _____

May we contact this employer for a reference? _____

Employer: _____ Supervisor: _____

Address: _____

Type of business: _____ Salary – *starting*: _____ *ending*: _____

Your title and responsibilities: _____

Reason for leaving: _____

May we contact this employer for a reference? _____

ADDITIONAL INFORMATION: Please add any additional information concerning yourself and your qualifications/ experiences that would be helpful in evaluating you for a position in our school, including but not limited to other training, other languages you are fluent in, office skills, and anything else related to the position(s) for which you are applying:

REFERENCES: *Please list three individuals not related to you who have knowledge of your work performance and character over the last three years. One reference must be from your current pastor.*

Name: _____

Address: _____

Phone: _____ Work phone: _____

Email: _____ # of years known: _____

Name: _____

Address: _____

Phone: _____ Work phone: _____

Email: _____ # of years known: _____

Name: _____

Address: _____

Phone: _____ Work phone: _____

Email: _____ # of years known: _____

STATEMENT OF FAITH/DOCTRINAL STATEMENT: *This is the statement of faith for New Covenant Academy. If it is the statement of your basic Christian convictions also, please indicate this by signing below. If you disagree concerning any points, please state your viewpoint below under "Additional Information" or on a separate paper.*

1. We believe the Bible to be the inspired, only infallible, authoritative word of God, and our final authority in all matters of faith, conduct, and truth.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.
9. We believe that marriage, as designed by God, is between one man and one woman.

Signature _____ Date _____

NOTES:

- All applicants must present evidence of either US citizenship or of their legal right to live and work in this country and provide clearances required by applicable law.
- New Covenant Academy is an equal opportunity employer which does not discriminate on the basis of race, color, national origin, gender, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Please Read Carefully, Initial Each Paragraph, and Sign Below

1. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials: _____

2. I hereby authorize New Covenant Academy to thoroughly investigate my references, work records, education, and other matters related to my suitability for employment; furthermore I authorize the references I have listed to disclose to the Company (NCA) any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the school, along with my former employers and all others persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Initials: _____

3. I understand that nothing contained in this application, conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and

the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or New Covenant Academy, and that no promises or representations contrary to the foregoing are binding on New Covenant Academy unless made in writing and signed by me or a New Covenant Academy designated representative.

Initials: _____

4. Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by internal personnel employed by New Covenant Academy, I am entitled to copies of any such public records obtained by New Covenant Academy unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below

Initials: _____

I ☐ **do** ☐ **do not** waive receipt of a copy of any public record described in the paragraph above.

Initials: _____

Signature _____ Date _____